

CITY OF MILWAUKIE

CLASSIFICATION: URBAN FORESTER

Department: Public Works

Grade Number: 61

FLSA: Non-Exempt

Location: Johnson Creek Blvd.

Union: AFSCME EEO

Category: 7 – Skilled Craft

DESCRIPTION:

Performs moderate to complex installation, maintenance, repair and monitoring activities for the City's stormwater infrastructure; primarily rain gardens, swales and detention ponds and landscape areas using botanical, horticultural and/or natural resources knowledge. Operates a variety of equipment, including heavy equipment, to accomplish duties. Responds to emergency situations. Responds to inquiries from the public. This position is distinct from the Natural Resources Technician II in the complexity of problems encountered, including arborist level responsibilities, and lead worker responsibilities.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with and provides lead direction to assigned staff; plans and directs work assignments; provides training in City software, equipment operation, equipment sign-off, work and safety procedures assures work is performed according to established safety practices and procedures; creates standard operating procedures for the division.
2. Serves as a resource on botanical, horticultural, arboricultural and natural resources matters. May plan, draw, select plantings and prepare land changes that conform to desired landscaping goals.
3. Planting, transplanting, weeding and pruning of water quality facilities and landscape areas.
4. Remove leaves, debris, trash and other materials from water quality facilities and landscape areas.
5. Provides tree risk assessment, pruning, mulching, fertilizing of trees in water quality facilities and landscape areas.
6. Provides input on urban inventory, diversity and effectiveness of trees and plants in the city.
7. Serves as a resource on plant health care and integrated pest management. Takes appropriate measures to mitigate or eliminate biotic or abiotic disorders.
8. Applies fertilizers and pesticides to areas as authorized in accordance with IPM plan.
9. Perform repairs and maintenance on irrigation systems
10. Set up traffic control for work sites.
11. Perform back flow testing on storm water planters.
12. Clean and perform routine maintenance on vehicles, equipment and work storage areas
13. Outreach/Educate to local schools, city council, other employees and residents on the benefits of storm water planters, rain gardens and swales.
14. Operate various landscape system related construction equipment to dig, excavate, contour and construct special land uses.
15. Inspect landscape areas and swales and input data into asset management system.
16. Participate in operational process development including procedure development and implementation.
17. Collect pertinent data for reporting on annual stormwater permits.
18. Maintains pesticide application records and Material Safety Data Sheets (MSDS).
19. Plans, directs and trains temporary and seasonal staff as assigned.
20. Provide excellent internal and external customer service.

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21. Develop and exhibit safe work habits and follow all required safety policies, procedures and techniques.
Contribute to the safety of self, coworkers and the general public.
22. Respond to citizen inquiries and requests.
23. Perform other duties as assigned that support the overall responsibilities of the position.
24. Able to work with, organize and oversee seasonal workers, volunteers, neighborhood groups and others in urban natural resource activities.
25. Contribute to a positive work environment.
26. Perform related job duties as assigned.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered)

Job Preparation:

a) Education:

- i) High school degree, GED;
- ii) A Bachelor's degree emphasizing horticulture, botany, ecology and/or natural resources is highly desirable.
- iii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Training in irrigation maintenance.
- ii) Three (3) years as a Natural Resource Technician II or equivalent including progressively responsible experience in landscaping, vegetation management, natural resources and/or arborist responsibilities.
- iii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of common tree species, pacific northwest plants and common plants used in water quality facilities and landscaping; non-native and invasive weeds.
- ii) Knowledge of urban forestry and natural resource issues; storm system components and function.
- iii) Knowledge of safe and effective operating practices used in assigned area; principles, practices and rules used in assigned area; Federal, State and local laws.
- iv) Ability to operate equipment, power tools, hand tools and utility vehicles.
- v) Ability to perform heavy manual work under confined and uncomfortable conditions.
- vi) Ability to determine appropriate resources needed for a project; keep accurate records and information; ability to operate a personal computer using Windows platform.
- vii) Ability to interpret construction plans.
- viii) Ability to establish and maintain effective working relationships.
- ix) Ability to work as a team member.
- x) Ability to perform the essential functions of the job.
- xii) Ability to speak to groups of people.
- xiii) Ability to communicate effectively.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver's License. Washington State Driver's License acceptable if already a Class A CDL holder.
- b) If Oregon Driver's license, must possess Class A CDL within six (6) months of hire date.
- c) International Society of Arboricultural Tree Risk Assessment Qualification; Oregon State University Extension Master Naturalist.

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- d) Oregon Department of Agricultural Public Pesticide Applicator certification and license.
- e) Have and maintain International Society of Arboricultural Certified Arborist certification.

4. Tools and Equipment Used:

- a) May use but is not limited to any of the following dump truck, service trucks, GPS equipment, hedge trimmers, chain saws, brush cutters, weedwhacker, blower and a variety of hand tools.
- b) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones and 2-way radios.

5. Supervision:

- a) This is not a supervisory classification. May provide lead worker direction to Utility Technicians and Natural Resources Technicians. May oversee contractor installations and repair work.
- b) Works under the supervision of a Public Works Supervisor.

6. Communications:

- a) Communication is generally routine problem solving, coordinating with crew members, supervisor, and other departments, and answering citizen comments and requests.

7. Cognitive Functions:

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered can be of moderate difficulty; however, precedent is generally available.
- c) Complexity encountered in safety issues working near other utilities, nature of GPS equipment, and working near traffic.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) Persons in this classification may be called upon in emergency situations at all hours.

9. Resource Accountability:

- a) Accountable for safe operation of power equipment.
- b) Has impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: December 2017

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